GSAFleet.gov
How to Organize your Hierarchy
The challenge and the goal of a single system

- GSA Fleet’s legacy applications were isolated and organized around Product offerings. The different systems led to the creation of different levels of organizational structure for agency-owned and leased vehicles.

- **DISCLAIMER:** If you are 100% satisfied with how your fleets are organized today, there is no requirement to make changes to your organizational structure. Our goal is to provide greater flexibility in our system so that YOU can organize in a way that works best for you, while continuing to support the network of FSRs and Fleet Management Centers relied upon for great customer service.
The challenge and the goal of a single system

Now that GSA Fleet is migrating all 19 systems into a single application, we have the opportunity to improve the user experience for customers who have mixed fleets comprised of both agency-owned and Leased vehicles. This standardization in organization will provide the opportunity to:

- Consolidate data sets for improved reporting,
- Eliminate the need for offering dedicated pages so you can see your entire fleet on one screen,
- Reduce the need to add multiple permissions/roles when approving your Fleet Managers in GSAFleet.gov,
- Help your organization automated your workflow for your Fleet Managers.
Phases of Customer Number/ Office Management

- **Migrate** and **display** customer numbers and associated addresses, POCs, and vehicle groupings into GSAFleet.gov as they are in FMS. GSAFleet.gov will add a plain language in addition to displaying the customer number to help end users with the transition to the new customer account.

- **Display** accounts on newly designed account pages and introduce Office Management into GSAFleet.gov
## Adding Customer Number into GSAFleet.gov

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<table>
<thead>
<tr>
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<td>User/Customer number data from Drive Thru will move to GSAFleet.gov as a one to one migration</td>
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<td>Agency Fleet Managers will be able to organize fleets using an Agency/Bureau/Office structure.</td>
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Phases of Customer Number/Office Management

- **Organize** - Support HQ/Bureau Fleet Managers to encourage them to *organize* their customer accounts into offices for management and scoping purposes.

- **Develop** remaining Drive Thru and FMS capabilities utilizing this new A/B/O structure for GSA leased vehicles in GSAFleet.gov to enable decommissioning of Drive thru and FMS in order to realize advantages of a unified system.
# Adding Customer Number into GSAFleet.gov

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Customer Account Screen

**WHAT IS THIS?**
Customer account list screen, provides customer account details available to both internal GSA Fleet personnel and external customer users.

**WHAT IS THE GOAL?**
To provide both internal GSA Fleet personnel and external customer users a way to view and manage assigned accounts and to easily locate contact information.
Adding Customer Number into GSAFleet.gov

1. Migrate
   User/Customer number data from Drive Thru will move to GSAFleet.gov as a one to one migration.

2. Display
   New screens will utilize plain language for account management.

3. Organize
   Agency Fleet Managers will be able to organize fleets using an Agency/Bureau/Office structure.
Office Management (Agency-Owned & Leased Vehicles)

**OFFICE MANAGEMENT...**
- Allows GSA Fleet customers to organize and manage their agency owned fleets and leased fleets
- Provides greater granularity for user access to vehicles
- Helps customers streamline reports
Office Management

WHAT IS THIS?
Office Management allows Customer Admins to create, edit, and remove offices from an organization’s hierarchy (Agency Bureau Office)

WHAT IS THE GOAL?
To align GSA Fleet leased accounts and Agency Owned vehicles into the same hierarchical structure for management and reporting.
Office Management
Office Management

Organization Profile

Create and manage content for your agency’s fleet and its users from this page. Items found here will be referenced throughout the system.

Office Management

Use offices to organize your customer accounts and agency vehicles.

Manage offices

Return to top
### Office Management

#### Filters
- 012- Department of Agriculture
- 01-Farm Service Agency (FSA)

#### Office Management Table

<table>
<thead>
<tr>
<th>Bureau</th>
<th>Office Code</th>
<th>Office Name</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Farm Service Agency (FSA)</td>
<td>000</td>
<td>All Offices</td>
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<td>HAWAII</td>
<td></td>
</tr>
<tr>
<td>Farm Service Agency (FSA)</td>
<td>ID</td>
<td>IDAHO</td>
<td></td>
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Office Management

WHAT IS THIS?
The Edit Office page allows Customer Admins to edit the name of an Office and to associate Customer Accounts to that Office.

WHAT IS THE GOAL?
To align GSA Fleet leased accounts and Agency Owned vehicles into the same hierarchical structure for management and reporting.
Agency Informational Packets

- Source of Information to help customers standardize how their fleets are organized
- Provide Agencies with a holistic view of how their Fleet’s are organized
- Support HQ/Bureau Fleet Managers to encourage them to **organize** their customer accounts into offices for management and scoping purposes.
Contact Us

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